California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: Staff Services Analyst (\$2724 - \$4300)

Permanent, Full-Time

Location: Veterans Home of California, Chula Vista

Finance Office

Who Should

Apply: Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatement. SROA PROVISIONS APPLY.

Duties and

Responsibilities: *Under supervision of the Staff Services Manager I:*

Coordinates with the SSM I in preparation of the budget, providing consultation and assistance to service chiefs with respect to goals, policies and budgetary requirements.

- > Develop and establish performance standards by which achievement of objectives by component services may be gauged.
- > Budget assignments to include monthly budget plan, hiring plan, post fund, salary savings, overtime, and weekly update reports.
- Process request for and provide payment from; and prepare deposits to, all funds.
- Provide payroll support to process payroll information and or checks to employees including monthly pay, overtime and temp help pay.
- > Count cash and give to cashier every day. Provide banking services backup for the resident members Trust Accounts on a daily basis.

Desirable Qualifications:

- Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services in budgeting.
- ➤ Knowledge of and experience using a variety of computer software programs.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries

Department of Veterans Affairs Voice: (619) 482-6026 Veterans Home of California, Chula Vista TDD: (916) 653-1966

700 East Naples Court Chula Vista, CA 91911 **Attn: Lou Dumas**

Final Filing Date: <u>June 14, 2007</u>

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

RELEASED: 5.31.07

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